

***NATIONAL WEATHER SERVICE INSTRUCTION 1-706
SEPTEMBER 2, 2003***

***Administration and Management
Administrative Controls 1-7***

SSMC2 FACILITIES MANAGEMENT

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OPR: CFO3 - (B.Maynard)
Type of Issuance: Initial

Certified by: CFO3 (N.Scheller)

SUMMARY OF REVISIONS:

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SSMC2 Facilities Management

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1. Introduction. The NOAA Facilities Acquisition and Management Office is responsible for the implementation and oversight of NOAA policies pertaining to building delegation, real property acquisition/disposal, space management, security, safety programs and provides other services to NOAA employees. This directive does not supersede the requirements for coordination and bargaining over working conditions at SSMC2 in the Collective Bargaining Agreement (CBA) between NWS management and the National Weather Service Employees Organization (NWSEO).

The Silver Spring Metro Center 2 (SSMC2) Facilities Coordinator, located in the Management and Organization Division (CFO3) of the Office of the Chief Financial Officer/Chief Administrative Officer (CFO), is responsible for corporately approaching and resolving SSMC2 wide facility issues. This position was established because of the large numbers of National Weather Service (NWS) employees occupying SSMC2 and the need for extensive coordination. Coordination will always include the NWSEO's Representative-at-Large for SSMC2.

This directive focuses on Headquarters issues. NWS Instruction 30-4104 focuses on regional facility issues. The Office of Operational Systems (OPS) Policy Directive 30-41 identifies OPS as the Office of Primary Responsibility for Facilities Engineering.

2. General Facilities Management Reporting Procedures. For general building maintenance and repairs, offices should contact the NOAA Facilities Management Division according to the building reporting procedures available at CFO's SSMC2 Facilities Management website.

3. SSMC2 Facilities Management Coordinator Role/Responsibility. The CFO3 Facilities Coordinator works directly with the NOAA Facilities Management Division and Foulger Pratt,

the owner of the SSMC2 facility, and is responsible for management oversight, policy, and coordination with the NWSEO in the following areas:

- a. Facilities management (e.g., building-wide maintenance and repairs for SSMC2)
- b. Campus-wide information (e.g., facility projects, parking)
- c. Safety (e.g., occupant evacuation,)
- d. Homeland security (e.g., COOP plan, emergency response, shelter-in-place)
- e. SSMC2 space management (e.g., ad-hoc requests for space)

3.1 SSMC2 Facilities Issues - Reporting Procedures. The reporting Office Director or Executive Officer can contact the NWS Facilities Coordinator in CFO3 about SSMC2 facilities-wide management issues by forwarding an email to NWS.Facilities.Coordinator@noaa.gov.

Issue(s), if not solvable in-house, are then coordinated by the SSMC2 Facilities Coordinator directly with NOAA Facilities Management and Foulger Pratt. SSMC2-wide facilities issues are also raised and addressed at the Washington, D.C. Area Tenant Board and also through NOAA emergency response meetings, safety and security meetings.

A resulting response from the Facilities Coordinator is provided to the reporting Office Director/Executive Director.

4. Other NWS Office Roles/Responsibilities.

4.1 Office of Operational Systems (OPS). OPS is responsible for safety and environmental compliance NWS-wide, the SSMC2 Occupant Evacuation Plan, regional facilities issues, and physical security for field offices. OPS implements and complies with the requirements as stated in the *NWS Occupational Safety and Health Procedures Engineering Handbook 15* on safety issues.

4.2 Office of the Chief Information Officer. The NWS Office of the Chief Information Officer is responsible for SSMC2 cabling infrastructure and LAN room access and security.